

Recommended Minimum Data for Headquarters  
Review and Approval of Major Construction Projects

25X1C4A

25X1C

1. Project Location (show on sketch or site plan)
2. Project Scope (size of building--square footage)
3. Proposed Floor Plan or Layout
4. Necessity for Project
5. Proposed Schedule for Accomplishment--Design and Construction
6. Agency that will Accomplish Design and Construction
7. Estimated Total Project Cost. Identify separately in the estimate the following items whenever applicable and show

25X1C

- a. Contract (or other direct construction) cost
- b. Cost of Government furnished property (delivered to the site)
- c. Contingency allowance
- d. Cost of construction contract supervision and administration
- e. Cost of design
- f. Cost escalation factor to the assumed date of start of construction (specify this date)
- g. Total estimated project cost (the sum of the above cost elements)